



FY 2022 Domestic Violence Unit Program (DVUP) Notice of Funding Availability (NOFA)

Online Submission Deadline: June 18, 2021, 3 PM

**Funded by:
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
<http://www.goccp.maryland.gov>

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

Funding through DVUP is available to local law enforcement agencies in compliance with [Family Law Article sections 4-501.1\(g\)](#) for interim orders and section 4-505(b) for temporary orders to reduce or minimize the time between the issuance of ex parte and protective orders entries and their entry into METERS/NCIC.

IMPORTANT LINKS

Application Instructions:
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Domestic Violence Unit Program (DVUP)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services**. The primary purpose of DVUP is to reduce or minimize the time between the issuance of ex parte and protective orders and their entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center (METERS/NCIC). This supports the Office's objective of increasing the availability of data to support data-driven approaches to criminal justice issues in Maryland.

If you need application assistance, please contact:

Angela Carpintieri, Program Manager
Angela.Carpintieri@maryland.gov

Justice Schisler, Chief of Programs
Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions about program design, please contact:

Martin Hammond, Deputy Director of Criminal Justice Programs
Martin.Hammond@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Services' Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

Table of Contents

ELIGIBILITY CRITERIA	4
PROGRAM DESCRIPTION	4
PROGRAM REQUIREMENTS	4
APPLICATION PROCESS	5
TRAINING/TECHNICAL ASSISTANCE (TA)	5
IMPORTANT DATES	6
APPLICATION EVALUATION	6
FUNDING SPECIFICATIONS	7
DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS	7
APPLICATION CHECKLIST	9

I. ELIGIBILITY CRITERIA

Funding through the Domestic Violence Unit Program (DVUP) grant is available to local law enforcement agencies in compliance with [Family Law Article sections 4-501.1\(g\)](#) for interim orders and section 4-505(b) for temporary orders to reduce or minimize the time between the issuance of ex parte and protective orders entries and their entry into METERS/NCIC. Local law enforcement agencies are eligible to submit no more than one (1) application for DVUP funding.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

B. Opportunity Title

Domestic Violence Unit Program (DVUP)

C. Submission Date

June 18, 2021 by 3:00 PM

D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

E. Funding Opportunity Description

The Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of \$196,354 for this program and plans on making no more than 10 awards that range from \$5,000 to \$50,000 for FY 2022.

The primary purpose of DVUP is to reduce or minimize the time between the issuance of ex parte and protective orders and their entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center (METERS/NCIC).

In 2000, the Maryland General Assembly created the Domestic Violence Unit Pilot Program. Despite the statutory termination of the Domestic Violence Unit Pilot Program law on June 30, 2002, the Governor's Office of Crime Prevention, Youth, and Victim Services was able to institutionalize the program and continues to provide grant awards with budgeted state funds. DVUP is designed to offer local law enforcement agencies the resources necessary to enhance existing service efforts and comply with [Family Law Article sections 4-501.1\(g\)](#) for interim orders and section 4-505(b) for temporary orders.

Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review. **Only one application may be submitted per agency.**

III. PROGRAM REQUIREMENTS

Grantees will be required to track and measure program outputs and outcomes that support the Domestic Violence Unit Program which works towards the Office's objective of increasing the availability of data to support data-driven approaches to criminal justice issues in Maryland. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis.

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of ex parte and protective orders received.
- Number of ex parte and protective orders entered into the NCIC/METERS system.
- Number of ex parte and protective orders entered within 24 hours of receipt from the court.
- Number of ex parte and protective orders entered within 24-48 hours of receipt from the court.
- Number of ex parte and protective orders entered with 48-72 hours of receipt from the court.
- Number of ex parte and protective orders entered after more than 72 hours of receipt from the court.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is June 11, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Martin Hammond by email at martin.hammond@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. **The DVUP technical assistance call will be held at 10:00 AM on June 3, 2021.**

Call in number is: 617-675-4444

PIN#: 349 635 104 5666#

Meeting Link: meet.google.com/xsu-hfdv-vij

VI. IMPORTANT DATES

Application Technical Assistance Conference Call	June 3, 2021
Deadline to Request a User ID	June 11, 2021
Deadline to Submit an Online Application	June 18, 2021
Intent to Fund/Denial Letters Emailed	June/July 2021
Award Documents Emailed	July 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

DVUP is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under DVUP for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with DVUP funds within a sub-recipient's organization:

- Salary support for data entry
- Overtime funds for data entry

Expenses outside of personnel are unallowable costs under DVUP.

The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds, and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals and Objectives
 - ☐ Program Strategy/ Logic Model
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
 - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required in this NOFA)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

***More information on each item above can be found in the [NOFA Application Instructions](#).**

Additional Applicant Resources:

- Census Data for MD:
<https://data.census.gov/cedsci/profile?q=Maryland&g=0400000US24&table=DP05&tid=ACSDP1Y2018.DP05>
- Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main
- Maryland Code:
<https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>
- FBI Crime Data Explorer:
<https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- 211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>